

THE NAVAJO NATION



RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

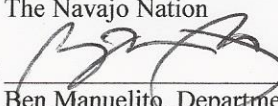
FLEET MANAGEMENT DEPARTMENT * PO BOX 608 * WINDOW ROCK, AZ 86515 * 928-871-6427

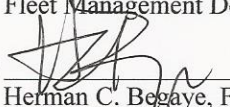
www.hcbegaye@navajo-nsn.gov

September 27, 2016

MEMORANDUM

TO : DEPARTMENTS/PROGRAMS
The Navajo Nation

THRU :  0927/16
Ben Manuelito, Department Manager
Fleet Management Department

FROM :  0927/16/1058
Herman C. Begaye, Fleet Service Manager
Fleet Management Department
Window Rock Service Center

SUBJECT : VEHICLE CLEANLINESS

Due to a high volume of vehicles coming in for services filthy and trashy, Fleet Management Service Centers will not service or repair vehicles until they are cleaned out, due to safety of our personnel. As indicated in the MVOH:

2.5 Responsibilities: Vehicle operator responsibilities include, but are not limited, to the following:

N. Shall keep vehicle interior and exterior clean.

P. Shall not use or allow use of tobacco products in Navajo Nation vehicles.

2.4 Operator: Navajo Nation employees shall economically use, protect, and conserve the Navajo Nation's vehicles and equipment which are entrusted to them. Employees may be held accountable for loss or damages of Navajo Nation vehicle and equipment for which they are responsible.

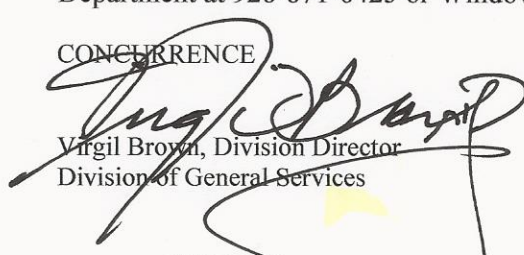
The assignment of a Navajo Nation owned or leased vehicle is hereby established as a PRIVILEGE AND NOT A RIGHT (MVOH 2.5.R.).

As a Reminder:

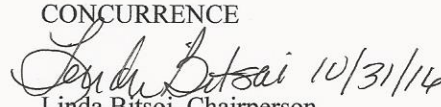
If your vehicle is not clean inside, your vehicle WILL NOT be service or repaired until it is cleaned out. Remember, YOU are representing Yourself, your Department and the Navajo Nation, and these vehicles pay your wages so do your part by assisting in keeping your vehicles cleaned inside and out.

Your cooperation in vehicle cleanliness will be appreciated. Any questions, contact Fleet Management Department at 928-871-6425 or Window Rock Service Center at 928-871-6427.

CONCURRENCE


Virgil Brown, Division Director
Division of General Services

CONCURRENCE

 10/31/14
Linda Bitsoi, Chairperson
Motor Vehicle Review Board

xc : WRSC/file

Efficiently Moving the Navajo Nation with Safe Reliable Transportation